

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT # 15-017**

OPENING DATE: 11 Feb 15 **CLOSING DATE:** 25 Feb 15 **AGENCY:** 5701 **PIN:** 0978

POSITION: TRAINING/SAFETY OFFICER

STARTING SALARY: \$39,768.40

LOCATION OF POSITION: 1108 TASMG, Hanger 1, Hewes Ave., Gulfport, MS 39507

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

***SPECIAL CONDITION:** MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

Incumbent is the primary advisor to the Site Superintendent in all areas of health and safety at this location. Supervision is received in the form of verbal instructions from the Facility Manager which may be general in nature. Incumbent must have thorough knowledge of applicable regulations and must act upon own knowledge and initiative. This position is subject to the Fair Labor Standards Act.

MINIMUM QUALIFICATIONS:

- (1) Bachelor's Degree in Occupational Health/Safety and 3 years experience or High school graduate or equivalent and 8 years experience in Occupational Health/Safety Field
- (2) Requires physical dexterity in climbing in and around high and tight places.
- (3) Possess a valid state driver's license and if authorized to operate a Government vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE**

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Advises and represents the Commander on all matters concerning ground safety related to the 1108th TASMG Gulfport and Yazoo facilities.
2. Ensures facility conforms to Public Law in areas of occupational health and safety. Plans, organizes and supervises safety activities for all personnel assigned to the facility.
3. Publishes and coordinates new and revised directives and procedures designed to promote safety at the facility. Reviews these directives and procedures with the supported aviation unit safety offices.
4. Acts as the facility liaison officer with all outside safety offices and agencies. Coordinates these activities with the Facility Commander.
5. Plans and conducts periodic and unscheduled surveys and inspections of all 1108TH TASMG facilities including ammunition storage, warehouse, and equipment maintenance facilities, to determine compliance with OSHA standards.
6. Posts notices of unsafe or unhealthy working conditions.
7. Assigns risk assessment codes, and prepares abatement plans and time frames of elimination of hazards.
8. Observes work methods and recommends to supervisors/managers corrective measures to eliminate unsafe work practices.
9. Coordinates with operating activities to provide safety training, and ensures safety awareness throughout the 1108th TASMG. Plans, schedules, and conducts safety demonstrations, lectures, meetings and conferences.
10. Prepares or assists supervisors in preparing materials for safety meetings.
11. Ensures preparation of graphs, charts, and other informational materials pertaining to accident trends and other aspects
12. Develops, maintains and rehearses the current ground accident and pre-accident prevention plans for the aviation facility. Conducts facility safety meetings/lectures and establishes a continuing program to promote the Safety Awareness and Accident Prevention Programs. Insures effective implementation of the safety programs.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AGO Form 82-2R, dated 2 Jul 14.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: www.ms.ng.mil, or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

Military Membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**